

SERVICES OFFERED:

- ✓ **Books, audio and video cassettes, CD's/DVD's, books and CD's on tape, e-books, downloadable audio booksmagazines, large print books, Spanish and other non-English language materials.**
- ✓ **Books By Mail**
- ✓ **Reference assistance**
- ✓ **Online access to Library catalog and informational databases via Internet (www.sdcl.org)**
- ✓ **Internet access**
- ✓ **Word Processing PC's available for public use**
- ✓ **Printers and photocopiers available for a fee**
- ✓ **Youth Services programs**
- ✓ **Multicultural events, bilingual storytimes and low vision services**
- ✓ **Meeting Rooms available at some branches**
- ✓ **Internet classes/tutors available at some branches**
- ✓ **Mobile Libraries**
- ✓ **Adult Literacy Services**

HOW DO I APPLY FOR A LIBRARY CARD?

Fill out the Library's application. A picture ID, with verification of customer's current address is required. (Current driver's license, military ID, school ID or recent utility bill.) First library card is free, replacement card is \$2.00.

HOW MANY ITEMS MAY I CHECK OUT?

There is no limit on the number of items that a registered customer in good standing may check out. Under special circumstances, library staff may limit the number of items that can be checked out. The customer is responsible for all materials borrowed on his/her card. Report lost or stolen library cards immediately.

HOW LONG MAY I KEEP LIBRARY MATERIALS?

The loan period for most library materials is 21 days and 7 days for videos, DVD's and Readers Express books. Most items may be renewed twice UNLESS another customer has reserved the item. Materials may be renewed over the phone or over the Internet on the Library website. Customers will need their library card for all transactions (at the branch, over the phone or online.)

MAY I CHECK OUT VIDEOS AND DVD'S?

Yes. Any cardholder, whose account is in good standing, may borrow Videos and DVD's. There is a \$1.00 insurance fee per title, to be paid at time of check out. Videos and DVD's may be borrowed for 7 days. Videos and DVD's may be renewed for two loan periods unless the item is on reserve for another customer.

WHERE MAY I RETURN MY LIBRARY MATERIALS?

Items may be returned to any library branch in San Diego County. Book drops are available for after hour returns.

IS THERE A CHARGE IF MY MATERIALS ARE LATE?

Adult and Young		
Adult materials:	\$.25 each day	\$10.00 maximum each item
Children's materials:	\$.10 each day	\$10.00 maximum each item
Interlibrary Loan	\$.50 each day	\$25.00 maximum each item
Videocassettes/DVD's	\$1.00 each day	\$10.00 maximum each item

Library cards will not be renewed/replaced unless all overdue fines and/or fees are paid. Courtesy overdue reminder notices are sent 14 days and 28 days after the due date. Overdue accounts at \$100.00 or more may be subject to Collection Agency action, for which there is a \$10.00 Collection Agency Fee.

WHAT IF AN ITEM IS CHECKED OUT?

Most items may be reserved. The customer will be notified when the reserved item becomes available. Ask staff for assistance.

WHAT IS INTERLIBRARY LOAN AND IS THERE A FEE FOR REQUESTING MATERIALS?

Interlibrary loans are requests to borrow materials not owned by San Diego County Library. Fees may be charged by the lending library.

WHO CAN USE THE INTERNET?

All Library customers may use the Internet as long as the *San Diego County Library Internet Policy* is followed. For those under the age of 18, an Internet Parental Consent Form must be read and signed by parent/legal guardian and the child.